



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY  
FINANCIAL MANAGEMENT AND COMPTROLLER  
109 ARMY PENTAGON  
WASHINGTON DC 20310-0109

24 SEP 2004

MEMORANDUM FOR SEE DISTRIBUTION


SUBJECT: Defense Travel System (DTS) Proliferation

The intent of DTS is to reduce travel administration costs and improve the quality of service to Army travelers. To reach that goal, I need your support for the deployment and success of DTS.

Each Army installation should fully proliferate DTS to all travelers within 90 to 180 days after initial operating capability (IOC). Attachment A reflects sites completed in FY 04 that should be fully proliferated. At these sites, the following types of vouchers, identified on Attachment B, must be processed in DTS: routine business travel; local travel; group travel, Phase 1; and leave with official travel. Claims for these types should no longer be sent to DFAS for processing. They should be electronically processed through DTS.

To ensure compliance, we will monitor DTS usage at proliferated sites and identify activities that do not comply. Additionally, DTS usage will be included as a metric in the FY 05 Joint Reconciliation Program. We will update the list of proliferated sites in early January 2005.

If you have any questions, please contact Mr. John Schoenecker, (703) 693-2703, DSN 223, or [John.Schoenecker@HQDA.Army.Mil](mailto:John.Schoenecker@HQDA.Army.Mil).

  
Ernest G. Gregory  
Principal Deputy Assistant Secretary of the Army  
(Financial Management and Comptroller)

Attachments

DISTRIBUTION:

Office, Secretary of the Army, ATTN: SAAA-RM, Washington, DC 20310-0105  
Office, Acquisition Support Center, ATTN: SFAE-RM

COMMANDER:

U.S. Army Europe and Seventh Army, ATTN: AEAGF-RM, APO AE 09014  
U.S. Army Forces Command, ATTN: AFRM-FB, Fort McPherson, GA 30330-6000  
Eighth U.S. Army, ATTN: EARM, Unit #15236 APO AP 96205-0009  
U.S. Army Materiel Command, ATTN: AMCRM, 5001 Eisenhower Ave,  
Alexandria, VA 22333-0001

U.S. Army Training and Doctrine Command, ATTN: ATRM, Fort Monroe, VA 23651-5000  
U.S. Army Pacific, ATTN: APRM, Fort Shafter, HI 96858-5100  
U.S. Army South, ATTN: SORM, Fort Buchanan, P. R. 00934-3400  
U. S. Army Network Enterprise Technology Command, ATTN: NETCOM-RM 2133 Cushing Street, Suite 3000, Fort Huachuca, **AZ** 85613-7070  
U.S. Army Medical Command, ATTN: MCRM, Fort Sam Houston, TX 78234-6000  
U.S. Army Intelligence and Security Command, ATTN: IARM, 8825 Beulah Street, Fort Belvoir, VA 22060-5246  
U.S. Military Entrance Processing Command, ATTN: MRM-FM, 2500 Green Bay Road, North Chicago, IL 60064-3094  
Military Traffic Management Command, ATTN: MTRM, 200 Stovall Street, Alexandria, VA 22332-5000  
U.S. Army Criminal Investigation Command, ATTN: CIRM-ZA, 6010 6th Street, Room 321, Fort Belvoir, VA 22060-5506  
U.S. Army Special Operations Command, ATTN: AOFI-RM, Fort Bragg, NC 28310-5200  
U.S. Army Space and Missile Defense Command, ATTN: SMDC-RM-A, PO Box 1500, Huntsville, AL 35807-3801  
U.S. Army Military District of Washington, ATTN: ANRM, 103 3rd Ave, Fort Lesley J. McNair, Washington, D.C. 20319-5050  
U.S. Army Finance Command, ATTN: SFFM-FC-ZA, 8899 56th Street, Indianapolis, IN 46249-3000  
U.S. Army Corps of Engineers, ATTN: CERM-ZA, 441 G Street NW, Washington, D.C. 20314-1000  
U.S. Army Test and Evaluation Command, ATTN: CSTE-RM, 4501 Ford Avenue, Alexandria, VA 22302-1458  
U.S. Army Community and Family Support Center, ATTN: CFSC-FM, 4700 King Street, Alexandria, VA 22302-4401  
U. S. Army Audit Agency, 3101 Park Central Drive, Alexandria, VA 22302-1596  
175th Finance Command, ATTN: EAFC, Unit#15300, APO AP 96205-0073  
266th Finance Command, ATTN: AEUFC-PA, Unit 29001, APO AE 09007  
13th Finance Group, Fort Hood, TX 76544-5056  
18th Soldiers Support Group, ATTN: AFZA-SG, Normandy Drive, Fort Bragg, NC 28310  
U.S. Southern Command, ATTN: SCJ8-CM, Miami, Florida 33172-1217  
U. S. Army European Command, ATTN: ECCM, APO AE 09128

Director, U. S. Army Contracting Agency, ATTN: MTRM, Suite 302, Skyline 6, 5109 Leesburg Pike, Falls Church, VA 22041-3201  
Director, Installation Management Agency, ATTN: SFIM-RM, 2511 Jefferson Davis Highway, Taylor Building-Crystal City, Arlington, VA 22202  
Superintendent, U.S. Military Academy, ATTN: MARM, West Point, NY 10996-5000  
Chief, U.S. Army Reserve, ATTN: DAAR-CO, Washington, D.C. 20310  
Chief, Army National Guard Bureau, ATTN: NGB-ARC, 1411 Jefferson Davis Highway, Jefferson Plaza 1, Arlington, VA 22202  
Commandant, U.S. Army Finance School, Fort Jackson, SC 29207-7045  
President, National Defense University, BG 62, George C. Marshall Hall, Fort Lesley J. McNair, Washington, DC 20319-5066

CF:

Director, Accounting Services, Army, DFAS  
Director, Military and Civilian Pay Services, DFAS

**FY04 Army Fielded Sites  
Attachment A**

<b>Site 1 Activities</b>	<b>IOC</b>
Fort Campbell	2/25/2002
Aberdeen Proving Ground	6/24/2002
Fort McPherson	10/24/2002
HQDA	6/23/2003
USMA West Point	11/10/2003
Fort Monroe	11/24/2003
NGB HQ	12/5/2003
Fort Belvoir	12/5/2003
Fort Riley	12/8/2003
Fort Huachuca	1/9/2004
Fort Irwin	1/16/2004
Fort Bliss	1/22/2004
White Sands	1/23/2004
Fort Shafter	1/30/2004
Fort Leonard Wood	2/6/2004
Fort Richardson	3/3/2004
Detroit Arsenal	3/3/2004
Fort Wainwright	3/5/2004
Fort Rucker	3/24/2004
Presidio of Monterey	3/26/2004
Fort Jackson	4/8/2004
Fort Knox	5/6/2004
Fort Sill	5/14/2004
Fort Leavenworth	5/14/2004
Fort Stewart	7/15/2004
Fort Polk	8/20/2004
Fort Lee	5/28/2004
Fort Carson	7/23/2004
Fort Lewis	7/23/2004
Fort Monmouth	7/23/2004
Fort Sam Houston	7/30/2004
Rock Island Arsenal	8/20/2004

**Defense Travel Capabilities  
Attachment B**

Sept 2004

**TRAVEL DTS IS CAPABLE OF:**

Routine Business TDY  
Local Travel  
Group Travel, Phase I (does not include automated reservations)  
Leave with official travel (partially implemented)

**TRAVEL DTS IS NOT CAPABLE OF:**

Multiple Accountable Stations (available in Madison Release A, Dec 2004)  
Constructive Travel (available in Monroe Release E, August 2005)  
PLOT Phase 2 (available in Monroe Release E, August 2005)  
Military Entrance Processing Station (MEPS) (available in Monroe Release F, Sep 2005)  
Group Travel, Phase 2 (adds automated reservations in Monroe Release F, July 2005)  
Classified travel (available in 2005)  
Permanent Change of Station (PCS) (Computation available in 2005)  
Reserve Guard (available in 2006)  
Invitational (approved by DFAS, but must be incorporated into App O, JTWJFTR)  
ROTC  
Retirees called to active duty  
Pre-employment  
Emergency situations that occur while on TDY  
TDY as part of a PCS  
TDY on other organization's funds  
Foreign Nationals  
Non-Appropriated Fund  
Cadets and Midshipmen  
Patient escorts and attendants